Neurocritical Care Society (NCS) Annual Meeting Poster Required Guidelines

We recommend finalizing and printing your poster 10 days prior to the annual meeting.

Financial Disclosures

Disclosures for all authors must be displayed clearly on your poster. It is the policy of the Neurocritical Care Society to ensure balance, independence, objectivity and scientific rigor in all its educational initiatives. It is required that any faculty (presenter) or planner who has influence over a program must disclose to the activity audience all personal finances over the previous 24 months with ineligible companies.

Poster Specifications

- **You will need to print your poster for the in-person meeting.** There is not a virtual poster option for presentation or in the mobile app. NCS will not collect electronic copies of your poster.
- Your printed poster should not exceed ninety inches wide by forty-two inches high (**90" width x 42" height)**.
- We recommend printing your poster on matte poster paper (can be gloss or no gloss) to easily hang your poster on your poster board with NCS-provided push pins (4 per board).
- You may use any standard scientific poster template or your organization's scientific poster template to create your poster using the above measurement specifications or use one of the slides on the **NCS PowerPoint Template**.

Required Poster Sections

- Financial Disclosure
- Title (with names of authors and affiliations)
- Introduction/Objectives/Aims/Problem/Goal
- Methods
- Results
- Conclusion
- References
- Acknowledgements
- Contact information
- Optional: include a QR code if you would like to link additional resources for attendees.

Font Size

- We recommend using easy-to-read font type ([click here](#) to see the ADA font guide). Suggested minimum font sizes:
    - Title: 36-point type
    - List of authors: 25-point type
    - Body copy should be double-spaced text: 15-point type
- Choose your colors to provide strong contrast and avoid pairing red and green elements to assist those with red-green color blindness.

Working with Images

- Most images will be about 8" x 10" when your poster is printed full-size. No image should be smaller than 5" x 7". Most printing glitches are the result of incorrect image files.
- Use .tiff, .jpg or .png images. Do not use PICT or EPS.
- You should have a folder with photos of your project or images you've found from other sources. Crisp, sharp images are crucial. (Warning: most online images aren't suitable in quality for a large poster.)
- Images should be ~300 dpi (dots per inch). Anything less will appear fuzzy; anything larger will make the file size unwieldy.

Graphs, Charts and Tables

- While creating graphs and charts directly within PowerPoint is possible, the process is restrictive and quirky. Use Excel to create graphs and charts.
- While it is possible to simply highlight the graph in your spreadsheet and copy and paste it into your poster, the process is rife with hazards.
- Convert your graph into an image file (a ".png" file) first, then insert the .png file into the poster. This is a secure way to put images in your poster.
    - Here's why: If you insert a graph by the "cut-and-paste" or "Insert Object" route, the graph will still be live. This means it is still linked to the Excel workbook. If you break that link, by trying to print the poster, for example, it rebels.

How to make a .png file from an Excel graph:
1. Open Excel and enlarge your graph until it fills the entire screen (10-15 columns wide). If you have multiple graphs in your workbook, enlarge all of them.
2. Choose "Save as Web Page." (Trust this.) You should already have a dedicated folder for all poster images; save graph(s) into that folder.

3. An .htm file will appear, along with a folder with every chart in the entire workbook saved as separate .png files. You won't use the .htm file, but keep it.
4. Rename each .png file so you know what it is.
5. Now insert the .png file into your poster by "Insert → photo → picture from file." **Do not** use "Insert → Object → Microsoft Excel Graph." While this seems like the logical choice, it leads directly back to inserting a live graph and all the problems of being linked to an Excel workbook. Don't worry that you won't be able to change your graph. You can always go back to your Excel workbook, change the graph and make a new .png file to insert.